Topic: Simulator vehicle/motorcycle Training Request Process	OPR: ATSTP (Army Traffic Safety Training Program)
Reference: NTC Policy Letter #6	760-380-7708

Procedure:

The vehicle simulators and the motorcycle simulator can be requested to be utilized by a group, unit, or for a special training need. The Instructor can adapt to any class for the particular need by utilizing a PowerPoint presentation in conjunction with the simulators, if needed.

The following are requirements to schedule a class:

- Must be 16 years or older.
- Must call 2 weeks prior to make a request.
- There must be at least 10 or more people to participate in the class.
- Call 380-7708 to make arrangements for a time and date to discuss the particular need.
- A 3 day cancellation notice to cancel a class or to re-schedule is required.